



Legislation Text

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Memorandum

Date: January 14, 2021

To: Chair, Lake County Planning Commission

From: Scott DeLeon, Community Development Director
Tocarra Nicole Thomas - CCD Deputy Director

Subject: EXTRA ITEM: (a) Consideration of “extra” agenda item to add the item “election of officers: Chair and Vice-chair” to the agenda; and (b) Election of Officers: Chair and Vice-Chair.

Executive Summary: (include fiscal and staffing impact narrative):

This is to advise your Commission that a matter has arisen since the posting of the current agenda which requires immediate Planning Commission discussion and/or consideration based upon the following facts: Monday, January 11, 2021, I became aware that the Planning Commission 1/14/2021 agenda had been posted without an item addressing the election of the Chair and Vice-Chair. Consequently, I wish to place an item on the January 14, 2021 agenda as an extra item for the election of Chair and Vice Chair.

The basis for this request is that the Planning Commission Bylaws Article III, Section 1 require the election of officers to be held during the first annual meeting of the Lake County Planning Commission. On Monday January 11, 2021, I learned that the election of the Chair and Vice-Chair had been inadvertently omitted as an agenda item for the first annual meeting of the Commission. The agenda for January 14, 2021 was already posted by the time that I became aware of this omission.

Since the bylaws of the Lake County Planning Commission require an election during the first annual meeting, it is necessary to take this matter up as quickly as possible.

I ask this Commission find that immediate action needs to be taken to hold an election, as required by the Commission’s bylaws, and to add the item “election of officers: Chair and Vice-chair” to the agenda as an extra agenda item.

SAMPLE MOTIONS:

- (a) The Chair of the Planning commission finds that immediate action needs to be taken to hold an election, as required by the Commission's bylaws, and to add the item "election of officers: Chair and Vice-chair" to the agenda as an extra.**
- (b) Election of Officers: Chair and Vice-Chair.**